

§301-74.7 May we waive the requirement?

Yes, if the head of your agency makes a written determination on an individual case basis that waiver of the requirement to use FEMA approved accommodation is necessary in the public interest for a particular event. Your agency head may delegate this waiver authority to a senior agency official who is given all authority with respect to conferences sponsored or funded, in whole or in part, by your agency.

§301-74.8 What must be included in any advertisement or application form for conference attendance?

Any advertisement or application for attendance at the conference must include notice that agencies are prohibited from using a non-FEMA approved place of public accommodation for conferences. In addition, any executive agency as defined in 5 U.S.C. 105 shall notify all non-Federal entities to which it provides federal funds of this prohibition.

[63 FR 15979, Apr. 1, 1998; 63 FR 35538, June 30, 1998]

§301-74.9 What policies must we establish governing the selection of a conference site?

You must establish policies that will:

(a) Minimize conference administrative costs, conference attendees' travel costs, and conference attendees' time costs; and

(b) Maximize the use of Government-owned or Government provided conference facilities as much as possible.

(c) Identify opportunities to save costs in selecting a particular conference site (e.g., through the availability of attractive and competitive rates during the off-season at a site having seasonal rates).

§301-74.10 What records must we maintain to document the selection of a conference site?

For each conference you sponsor or fund, in whole or in part, that involves travel by 30 or more employees, you must maintain a record of the cost of each alternative conference site. You must make these records available for inspection by your Office of the Inspector General or other interested parties.

§301-74.11 What special rules apply when we conduct a conference in the District of Columbia?

(a) In addition to the general rules provided in §301-74.6, the following special rules apply:

(1) You may not directly procure lodging facilities in the District of Columbia without specific authorization and appropriation from Congress (see 40 U.S.C. 34); and

(2) Any short-term conference meeting space you obtain in the District of Columbia must be procured under 41 CFR 101-17.101-4.

(b) The provisions of paragraph (a) of this section do not prohibit payment of per diem to an employee authorized to obtain lodging in the District of Columbia while performing official business travel.

§301-74.12 What policies and procedures must we establish to govern the selection of conference attendees?

You must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

(a) Limit your agency's representation to the minimum number of attendees necessary to accomplish your agency's mission; and

(b) Provide for the consideration of travel expenses when selecting attendees.

§301-74.13 May we include conference administrative costs in an employee's per diem allowance payment for attendance at a conference?

No. Per diem is intended only to reimburse the attendee's subsistence expenses. You must pay conference administrative costs separately.

PART 301-75—PRE-EMPLOYMENT INTERVIEW TRAVEL

Subpart A—General Rules

Sec.

301-75.1 What is the purpose of the allowance for pre-employment interview travel expenses?

301-75.2 May we pay pre-employment interview travel expenses?

301-75.3 What governing policies and procedures must we establish related to pre-employment interview travel?